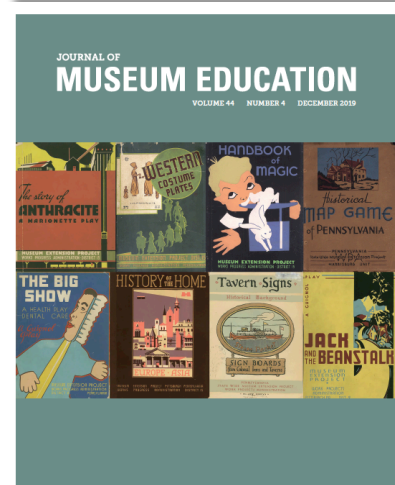# *Journal of Museum Education*
Article Submission Guidelines

The *Journal of Museum Education* (JME) is an international, peer-reviewed journal publishing high-quality, original work of interest and relevance to museum practitioners. All submitted manuscripts are subject to initial appraisal by the Editors, and, if found suitable for further consideration, to peer review by independent, anonymous expert referees. Peer review is a double-blind process.

JME considers manuscripts on the strict condition that the manuscript is your own original work, and does not duplicate any other previously published work, including your own previously published work; the manuscript is not currently under consideration or peer review or accepted for publication or in press or published elsewhere; the manuscript contains nothing that is abusive, defamatory, libelous, obscene, fraudulent, or illegal.

JME is a publication of the Museum Education Roundtable.

Submitted articles should be directed towards one of the following categories (word count includes abstract and text, but not biography, endnotes, bibliography, etc.):

- **Themed Guest-Edited Section**: We welcome proposals to guest-edit. Please see Themed Issue Proposal Submission Guidelines.
- **What the Research Says**: Research articles from practitioners, museum consultants, museum researchers, university faculty, etc. 2,500 – 4,500 words.

- **Current Trends in the Field**: Articles focus on legislation, policy, advocacy, or other national or international issues related to the practice and profession of museum education. 2,000 – 3,500 words.
- **Tools, Frameworks, and Case Studies**: Articles dedicated to analysis and descriptions of practical and tested tools used by museum educators, as well as case-study examples of practice. 1,500 – 3,500 words.
- **Perspectives**: Nationally or internationally known guest authors offer their perspectives on issues related to museums, education, and policy. 1,000 – 2,500 words.
- **Reviews**: Book, exhibit, and program reviews. Contact the editor with your ideas. 1,000 – 1,500 words.

Formatting Requirements

- **American English**: Manuscripts are accepted in English. American English spelling and punctuation are required.
- **Word Document**: All manuscripts should be submitted as Word documents (not PDFs).
- **Keep it Simple**: Avoid fancy formatting. No colored text, no rules, no underlining. Use single spaced 12-point text, flush left, for easy reading in the review process.
- **Manuscript Components:** The manuscript must contain an abstract, five to eight key words or phrases, endnotes (called "notes"), bibliography, and a short biography (called "about the author") of each author. View models by accessing the JME.
- **Chicago-Style Citations**: Citations must be formatted using notes/bibliography Chicago style (Arabic numerals, endnotes, and references). Endnote numbers should be given sequentially in the text, immediately following the most convenient punctuation mark at the ends of sentences whenever possible. Visit the Chicago Manual of Style for instructions and refer to published JME articles for models.
- **Figures**: Supply all figures and graphics as separate files, not embedded in the article's text.
  - **Size**: Minimum 1200 dpi for line art; Minimum 300 dpi at 5 inches for greyscale (or about 1125 pixels on the short side).
  - **Color and Grayscale**: Supply color figures for publication in the online version of accepted articles, and grayscale versions for the print version. (Authors may pay for color in the print version of JME.)

- **Number Figures According to Order**: All figures must be numbered in the order in which they appear in the manuscript.
- **Placement**: Reference the figure in the text to which it relates, either in parentheses, e.g. (Figure 1), or in the text itself, e.g., "Figure 1 demonstrates…"

Captions and Alt Text: Create a separate Word document of figure captions and alt text. Alt text is a written description of the figure, readable by screen readers for people with visual impairments. The maximum number of words that can fit into the alt text box is 230 (equal to 1,200 characters). See this [guide](#) for more instructions.

Writing Requirements

All articles, even case studies, must be organized around a thesis (premise) and set in a context that explains the problem or issue that the paper addresses. Historical background and discussion of how others in the field have addressed the issues add value.

- **Newspaper-Style Section Headings**: Divide text into sections with section headings that communicate the key idea of the section. Avoid headings like "Introduction," "Findings," and "Conclusion." Only capitalize the first letter of the heading (sentence style) unless it contains proper names.
- **Referencing people in the text**: Provide the full name and a description when referring to a person in the text. JME readers work in many different fields and do not always share the same knowledge of references. (Example: Developmental psychologist Jean Piaget stated…)
- **Quotation marks**: Always use double quotation marks when quoting something in the text, whether a single word or a sentence. (Example: The word "museum" carries many connotations.) The only time to use single quotation marks is when a quote is embedded in another quote. (Example: In her talk, Cynthia said, "The word 'museum' carries many connotations.")
- **Punctuation**: Place a sentence's punctuation (comma, period, exclamation point) *inside* the closing quotation mark. (Example: Cynthia Robinson wrote, "Authors must place closing quotation marks outside the punctuation.")
- **Capitalization**: Capitalize the first letter of "museum" and "gallery" only when the word appears in a museum's complete title. (Example: Cynthia Robinson once worked at the National Heritage Museum. While still at the museum, she started teaching at Tufts University.) Capitalize a job title when it refers to a specific person but not when used in a general sense or

as a category. (Example: Cynthia Robinson, Program Director, works closely with other program directors...)

- **Exhibition titles:** Put exhibition titles in italics.
- **Voice**: Use active sentence construction, not the passive voice. Feel free to write in the first-person narrative voice.

Submission Process

To submit your manuscript, you will need the following files:

- Main manuscript (including a title page with the names of all authors and co-authors)
- An anonymous main manuscript with abstract, keywords, main text and references
- Figure files
- Table files
- Captions and alt text Word document
- Any extra files such as supplemental material or biographical notes

You are preparing *two* versions of the manuscript in order to facilitate the journal's double anonymous peer-review protocol.

- **Full Manuscript**: The first version of the manuscript should be a complete text with title page (including acknowledgements as well as funding and grant-awarding bodies); abstract (150 words); keywords (5 – 8); main text; biography (60 – 90 words); endnotes and bibliography.
- **Anonymized Manuscript**: Remove all information identifying the author, including biographies, any captions that might identify the author, and any other use of the author's name.
- **Word Document**: Both versions must be submitted as Word documents (not PDFs).

When you are ready, upload to [Editorial Manager](). If you need assistance read these [instructions]() or press the "Contact Us" button on the JME Editorial Manager page if you have problems.

Review Process

Each manuscript is usually sent to two reviewers. Reviewers are well-acquainted with JME and work in or consult with museums or teach in museum studies programs. They know the issues of the museum field, participate in the field on a national or international level, and have familiarity

with related literature (both theory and practice). When reading, reviewers consider the article's relevancy to museum education practice. They assess the article's cross-disciplinary usefulness (e.g., will a paper that focuses on an art museum interest educators in history museums?), the quality of the writing, and the use of related research.

Publication

If your article is accepted and published you will receive free access to it on through the *My authored works* section of Taylor & Francis Online, which shows you all your published articles. You can easily view, read, and download your published articles from there. In addition, if someone has cited your article or referred to it in social media, you will be able to see this information. Our publisher is committed to promoting and increasing the visibility of your article and has provided [guidance on how you can help](). Also within *My authored works*, author e-prints allow you as an author to quickly and easily give anyone free access to the electronic version of your article so that your friends and contacts can read and download your published article for free. This applies to all authors (not just the corresponding author).

Additionally, lead authors will receive one print copy of the journal in which their article is published. You can also get a print copy and access to the whole digital issue of the journal, as well as JME's digital archives, by joining the Museum Education Roundtable at least one month prior to the journal's scheduled release.

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Contact us via email at [editor@museumedu.org]() with questions or if you'd like to discuss whether your article is appropriate for JME.